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ABSTRACT

A 3-year demonstration project at a sheltered workshop has provided prevocational training for 137 mentally retarded young adults, placed 28 of them in industry, and employs 38 in the sheltered workshop. The report includes goals and objectives of the project, project organization and operation, training procedures and techniques, contract procurement, sheltered employment and placement data, community relationship and public education, summary and conclusions, future plans and developments, considerations for the future, and data on finances, contract earnings, trainee characteristics (age, sex, length of training, wages, vocational placement), and a rating scale of trainee employability. (LF)

ED035120

FINAL PROGRESS REPORT

April 1, 1958 - 1961

For the

OFFICE OF VOCATIONAL REHABILATION

U. S. Department of Health, Education and Welfare

EC004202

PROJECT, INC.

401 South Edwin

St. Louis 3, Missouri

GRANT # RD - 274

ED035120

401 South Edwin
St. Louis 3, Missouri

PROJECT | Inc.

Thomas W. Phillips
Executive Director
Franklin 1-6020

Following is the Final Progress Report of the Special Demonstration Project #274 of Rehabilitation Training Center and Sheltered Workshop for the mentally retarded young adults which was conducted as authorized by the Office of Vocational Rehabilitation, Department of Health, Education and Welfare.

The great pleasure and honor of having been recipient of this grant has been overshadowed only by our gratification at the progress shown by the actual recipients, the clients served.

On behalf of the Board of Directors of Project Incorporated and our associates the St. Louis Association for Retarded Children, we wish to express our deep appreciation to the Department of Health, Education and Welfare for having had the opportunity to demonstrate that "the mentally retarded can be helped".

An expression of our gratitude would not be complete without recognizing the kindness with which assistance has always been offered to us by the Missouri State Department of Vocational Rehabilitation from its entire staff.

With kindest personal regards,

Samuel Falk

Samuel Falk
Chairman of the Board

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FINAL PROGRESS REPORT

(April 1, 1958 to March 31, 1961)

FOR

OFFICE OF VOCATIONAL REHABILITATION

UNITED STATES DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

PROJECT, INCORPORATED

401 South Edwin
St. Louis 3, Missouri

Grant # RD - 274

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I

FOREWORD

MISSOURI HAS TAKEN GIANT STEPS IN PLANNING FOR THE WELFARE OF THE MENTALLY RETARDED YOUNG ADULT DURING THE PAST FEW YEARS. THE MOST NOTEWORTHY STRIDES HAVE BEEN MADE IN THE FIELD OF EDUCATION AND HABILITATION. PREVIOUSLY, THE RETARDED YOUNG PERSON WAS UNABLE TO CONTINUE SCHOOL IF PROGRESS MEETING THE NORM WAS NOT ACHIEVED; NOW SPECIAL CLASSES ARE AVAILABLE IN MOST COMMUNITIES.

THE FUTURE OF THE RETARDED YOUNGSTER AFTER FORMAL SCHOOLING IS COMPLETED THEN BECOMES A MAJOR CONCERN TO HIMSELF, HIS PARENTS, AND THE COMMUNITY. THE LOGICAL STEP WOULD BE EMPLOYMENT, BUT OWING TO MANY FACTORS SUCH AS SLOWNESS, SUBNORMAL INTELLIGENCE, UNAWARENESS OF EMPLOYMENT SITUATIONS, A JOB IS QUITE OFTEN UNAVAILABLE TO THIS GROUP.

RECOGNIZING THE FACT THAT THE SCHOOLS WERE NOT PREPARING THE RETARDED YOUNG ADULT TO GO DIRECTLY INTO EMPLOYMENT, PROJECT, INC., WAS ESTABLISHED IN APRIL, 1958.

A GREAT INTEREST HAD BEEN SHOWN IN THE ST. LOUIS METROPOLITAN AREA AS FAR BACK AS MARCH 1952. THE INTEREST IN THIS PROBLEM WAS SHOWN IN THE FORM OF AN INFORMATION SURVEY OF FACILITIES FOR MENTALLY RETARDED CHILDREN IN ST. LOUIS AND ST. LOUIS COUNTY. THE SURVEY WAS CONDUCTED BY MISS RUTH THOMSON, GRADUATE STUDENT AT THE GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK AT WASHINGTON UNIVERSITY IN ST. LOUIS, MISSOURI.

SHE FOUND THAT IN PUBLIC SCHOOLS THERE WERE "NO PROVISIONS FOR TRAINING THE CHILD OF HIGH SCHOOL AGE. THE CHILD MAY BE KEPT IN A SPECIAL ROOM UNTIL HE IS 16, BUT THEN HE IS NO

LONGER ELIGIBLE TO REMAIN IN THE SCHOOL. ANY FURTHER TRAINING MUST BE PROVIDED BY THE PARENTS." AT THIS TIME THERE WERE NO PROVISIONS FOR VOCATIONAL TRAINING FOR THE MENTALLY RETARDED, AS REVEALED BY THIS SURVEY.

IN 1953, THERE WERE 113,565 CHILDREN IN SPECIAL CLASSES FOR THE MENTALLY RETARDED IN 47 STATES AND THE DISTRICT OF COLUMBIA. IN THE STATE OF MISSOURI IT WAS FOUND THAT OF THOSE INDIVIDUALS CLASSIFIED AS EDUCABLE, 288 WERE BEING SERVED ON A SECONDARY SCHOOL LEVEL. OF THOSE CLASSIFIED AS SEVERELY MENTALLY RETARDED (TRAINABLE), THE STATE WAS SERVING ONLY THREE ON A SECONDARY SCHOOL LEVEL. THESE FIGURES ARE QUITE LOW AS COMPARED TO THE NATIONAL FIGURES, MISSOURI SERVING ONLY ABOUT 3% OF THE EDUCABLE MENTALLY RETARDED AND ONLY ABOUT 3.2% OF THOSE CONSIDERED SEVERELY MENTALLY RETARDED. (STATISTICS OF SPECIAL EDUCATION FOR EXCEPTIONAL CHILDREN, U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE.)

IN A MARCH 31, 1954 STUDY OF NEEDS AND RESOURCES FOR TRAINING AND SHELTERED EMPLOYMENT CONDUCTED BY THE REHABILITATION SECTION OF THE HEALTH AND HOSPITAL DIVISION OF SOCIAL PLANNING COUNCIL OF GREATER ST. LOUIS, SEVERAL PERTINENT STATISTICS WERE DEVELOPED CONCERNING THE MENTALLY RETARDED. THE STUDY SHOWED THAT OF 18 AGENCIES IN ST. LOUIS AND ST. LOUIS COUNTY COVERING 705 INDIVIDUALS, THERE WAS A NEED FOR VARIETY OF SERVICES, WHICH ARE NOW AVAILABLE IN ST. LOUIS AND ST. LOUIS COUNTY. HOWEVER, THE FINDINGS SUGGEST THAT THERE ARE UNMET NEEDS BECAUSE EXISTING

SERVICES ARE LIMITED BY INSUFFICIENT PERSONNEL AND FUNDS, AND CAN THEREFORE SERVE ONLY A FEW PEOPLE. IN THE SURVEY OF 705 INDIVIDUALS, 30 WERE REPORTED AS MENTALLY RETARDED.

IN NOVEMBER, 1954, THE HEALTH AND HOSPITAL DIVISION OF THE SOCIAL PLANNING COUNCIL OF GREATER ST. LOUIS SUMMARIZED RESOURCES NEEDED FOR THE CARE AND TREATMENT OF MENTALLY RETARDED CHILDREN IN ST. LOUIS AND ST. LOUIS COUNTY. AT THAT TIME THE REPORT MENTIONED THAT A NUMBER OF OLDER CHILDREN NEEDED A PERIOD OF TRAINING PREPARATORY TO EMPLOYMENT IN INDUSTRY OR ELSEWHERE. WITHOUT SUCH TRAINING, THEY FAIL TO ADJUST TO A COMPETITIVE SITUATION. OTHERS ARE SO HANDICAPPED AS TO BE UNABLE TO COMPETE, BUT CAN EARN A PORTION OF THEIR LIVING BY WORKING IN A SHELTERED ENVIRONMENT.

A PUBLICATION BY THE AMERICAN PUBLIC HEALTH ASSOCIATION, INC., NEW YORK - 1957, OF THE PUBLIC HEALTH AND HOSPITALS IN THE ST. LOUIS AREA, EXCERPTS FROM A MID-CENTURY APPRAISAL SUGGESTED THAT SEVERAL ACTIONS BE TAKEN. AS EXAMPLES OF THE EMPHASIS ON HELPING THE MENTALLY RETARDED:

> PAGE 249- THAT A QUALIFIED PERSON -- PART-TIME OR FULL-TIME -- SHOULD BE DESIGNATED BY THE CITY AND COUNTY TO LEAD AND OVERSEE THE COMPLEXITIES OF COMMUNITY PROBLEMS FOR MENTAL DEFICIENCY.
>
> THAT A STUDY BE MADE OF EMPLOYMENT POSSIBILITIES FOR GRADUATES OF THE ST. LOUIS STATE TRAINING SCHOOL AND FOR "SLOW LEARNERS" WHO DROP OUT OF THE PUBLIC SCHOOL SYSTEM.
>
> THAT ADDITIONAL PRIVATE AND PUBLIC VOCATIONAL TRAINING OPPORTUNITIES AND SHELTERED WORKSHOPS FOR THE MENTALLY

RETARDED BE CREATED AND THE PRESENT ONES EXPANDED.

PAGE 250- THAT A STUDY OF THE BORDERLINE MENTALLY DEFICIENT PERSONS WITH I.Q.'S BETWEEN 70 AND 90 BE UNDERTAKEN TO DETERMINE HOW THEY BEST COULD BE HELPED TO BECOME HAPPY, USEFUL CITIZENS.

AVAILABLE STUDIES INDICATE THAT 3% OF THE NATION'S POPULATION IS SO MENTALLY RETARDED AS TO NEED SPECIAL SERVICES. THE NATIONAL ASSOCIATION FOR RETARDED CHILDREN DIVIDED THIS 30 PER THOUSAND IN THE FOLLOWING WAY:

25 ARE CAPABLE WITH SPECIAL TRAINING, OF AN INDEPENDENT OR SEMI-INDEPENDENT LIVING AT ADULTHOOD;

4 AT ADULTHOOD WILL BE DEPENDENT IN THAT THEY NEED SOCIAL SUPERVISION, PROBABLY FOR LIFE, BUT MAY BY TRAINING BECOME SOCIALLY AND ECONOMICALLY COMPETENT IN THEIR OWN HOMES OR A SHELTERED ENVIRONMENT;

1 OF THE THOUSAND WILL REMAIN A CUSTODIAL PROBLEM FOR LIFE.

INSPECTION OF THE 1953 REPORT OF 61,308 PERSONS REHABILITATED THROUGH FEDERAL-STATE PROGRAMS SHOWS 573, LESS THAT 1% BEING MENTALLY RETARDED. STUDIES HAVE SHOWN THAT THESE SMALL NUMBERS ARE A FUNCTION OF THE LACK OF FACILITIES FOR THEIR VOCATIONAL REHABILITATION.

A STUDY OF 400 CASES OF MENTALLY RETARDED INDIVIDUALS MADE IN 1950 BY LEONARD ROCKOWER OF THE NEW YORK CITY DVR SHOWS THAT 75% OF THE TOTAL GROUP "REQUIRED A SHELTERED WORKSHOP FOR TRAINING, ORGANIZED RECREATION, CASE WORK, AND WORK THERAPY." QUOTING FROM THE PRESENTATION FOR OVR MAY 21, 1957, CONCERNING THE PROTOTYPE, THE STUDY ABOVE CONCLUDED, "IF COMPARABLE SERVICE (TO SHELTERED WORKSHOPS FOR THE PHYSICALLY HANDICAPPED) WAS

PROVIDED FOR THE MENTALLY RETARDED, IT WOULD BE ANTICIPATED THAT A CONSIDERABLE NUMBER OF THE STUDY GROUP WHO FELL INTO THE UNFEASIBLE GROUP (258 OF THE 400) MIGHT NOT HAVE BEEN SO CLASSIFIED..." THE PRESENTATION FOR OVR STATES IN ITS CONCLUSIONS, THAT "IF IN THE NEAR FUTURE, WE CAN HAVE A NETWORK OF SHELTERED WORKSHOPS PATTERNED ON VOCATIONAL TRAINING FACILITIES, GEARED TO THE LIMITATIONS AND POTENTIALS OF THE MENTALLY RETARDED, WE PREDICT THAT THE 531 REHABILITATED NEXT YEAR(FISCAL 1958) WILL GROW TO TEN TIMES THAT. BUT THIS, WE ALSO PREDICT WILL ONLY COME ABOUT THROUGH A RE-THINKING OF OUR WHOLE APPROACH TO, AND PHILOSOPHY OF, VOCATIONAL REHABILITATION."

IF ADDITIONAL FIGURES ARE NEEDED TO DEMONSTRATE THE NATIONAL SCOPE OF THE PROBLEM, WE MAY POINT TO THE ORGANIZATION OF PARENTS' GROUPS THROUGHOUT THE COUNTRY, BEGINNING WITH 12 IN 1950 AND NOW NUMBERING OVER 500 IN ALL 50 STATES AND DISTRICT OF COLUMBIA WITH A MEMBERSHIP OF APPROXIMATELY 60,000.

TO MEET THE EVER INCREASING NEEDS OF THE PROBLEM OF EMPLOYMENT FOR THE MENTALLY HANDICAPPED, PROJECT, INC., DEVELOPED A VOCATIONAL HABILITATION PROGRAM TO ENABLE EACH HANDICAPPED PERSON TO PREPARE FOR, AND ENTER INTO, EMPLOYMENT IN THE COMMUNITY. A PROGRAM WAS ALSO DEVELOPED TO OFFER CONTINUING WORKSHOP EMPLOYMENT TO THOSE PERSONS UNABLE TO MEET THE DEMANDS OF COMPETITIVE EMPLOYMENT.

MANY PLANS WERE PROPOSED AND THE ONE FINALLY INITATED FOLLOWED THE PROTOTYPE OF THE NEW YORK CITY ARC WORKSHOP.

THE OFFICE OF VOCATIONAL REHABILITATION OF THE U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE UNDER SPECIAL RESEARCH AND DEMONSTRATION GRANT RD 274-58, AND THE ST. LOUIS ASSOCIATION FOR RETARDED CHILDREN JOINTLY PROVIDED ASSISTANCE TO THE PROGRAM.

THE PUBLIC VOCATIONAL REHABILITATION AGENCIES HAVE BEEN INVOLVED IN THIS PROJECT THROUGH PURCHASE OF SERVICES NEEDED BY THEIR INDIVIDUAL CLIENTS. THEY HAVE ALSO ACTED IN AN ADVISORY CAPACITY.

ON THE FOLLOWING PAGES IS A DESCRIPTION OF OUR SERVICES AND PROGRESS DURING THE PERIOD OF OUR THREE YEAR GRANT, MARCH 1958 - MARCH 1961.

WE ARE INDEBTED TO THE MANY PEOPLE AND ORGANIZATIONS FOR THEIR AID AND ASSISTANCE, AND FINALLY TO THE TRAINEES AND EMPLOYEES WHO HAVE WORKED TO THEIR FULLEST CAPABILITIES.

II

GOALS AND OBJECTIVES

THE GENERAL PURPOSE OF ESTABLISHING THE WORKSHOP FOR MENTALLY RETARDED WAS TO DEMONSTRATE THAT SPECIAL WORKSHOP TRAINING COULD VOCATIONALLY REHABILITATE YOUNG ADULTS WHOSE EMPLOYMENT HAD PREVIOUSLY BEEN DETERMINED IMPOSSIBLE BY PROVIDING EMPLOYMENT TO RETARDED WORKERS WHO CAN ADEQUATELY FUNCTION IN A SHELTERED ENVIRONMENT, BUT ARE UNABLE (EITHER PERMANENTLY OR TEMPORARILY) TO WORK IN A NORMALLY COMPETITIVE WORK SITUATION, AND TO PROVIDE REHABILITATIVE SERVICES WHICH WILL GIVE SHELTERED WORKSHOP EMPLOYEES AN OPPORTUNITY TO FURTHER DEVELOP THEIR POTENTIALITIES AND THUS BECOME BETTER SHELTERED WORKSHOP EMPLOYEES OR IN SOME INSTANCES CANDIDATES FOR INDUSTRIAL PLACEMENT.

SPECIFICALLY PROJECT, INC. AIMED TO:

1. INCREASE SUBSTANTIALLY THE NUMBER OF MENTALLY RETARDED PERSONS BEING PREPARED FOR REMUNERATIVE EMPLOYMENT,
2. TEST, EXTEND, AND IMPROVE THE SERVICES NECESSARY TO OVERCOME THE OBSTACLES TO THEIR EMPLOYMENT,
3. STRENGTHEN AND INCREASE FEDERAL, STATE, AND COMMUNITY RESOURCES INCLUDING FACILITIES AND SERVICES TO THE MENTALLY RETARDED YOUNG ADULT.
4. SAVE TAX DOLLARS BY HELPING THE RETARDATES BECOME TAX PAYERS INSTEAD OF TAX CONSUMERS,
5. REALIZE BETTER PERSONAL AND FAMILY ADJUSTMENTS.

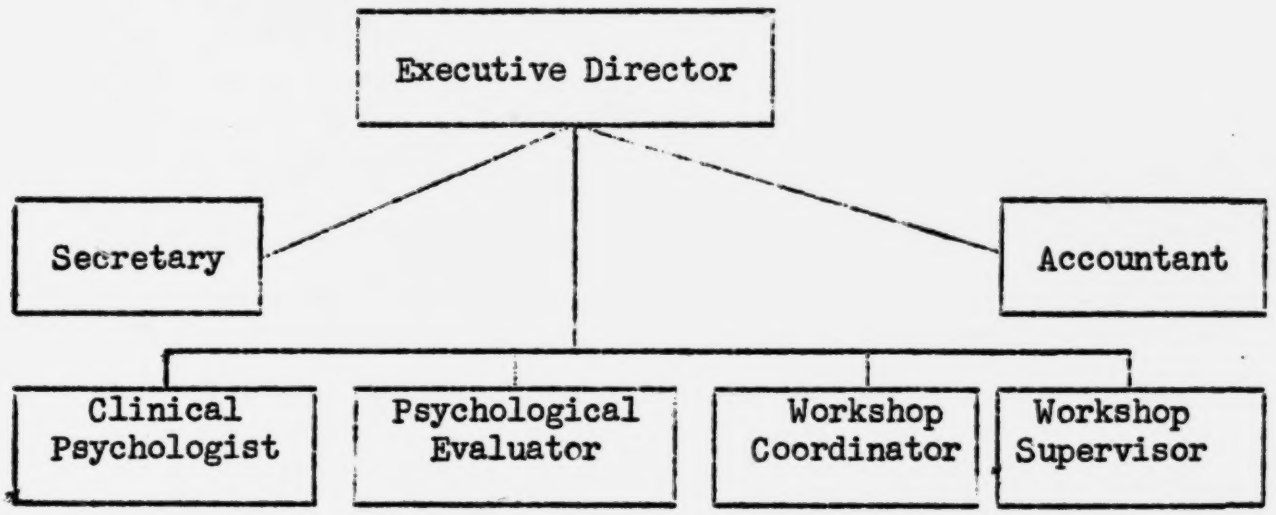
III

PROJECT ORGANIZATION

A. PHYSICAL PLANT AND FACILITIES. PROJECT, INC. IS LOCATED AT 401 S. EDWIN STREET, IN A MIDTOWN LIGHT INDUSTRIAL AREA WITH ADEQUATE PUBLIC TRANSPORTATION. APPROXIMATELY 14,000 SQUARE FEET WAS LEASED FROM THE LIQUID CARBONIC DIVISION OF GENERAL DYNAMICS CORP. THIS SPACE CONSISTS OF THE ENTIRE SECOND FLOOR OF A TWO-STORY BUILDING WITH ENTRANCES ON TWO SIDES. A FREIGHT ELEVATOR AND LOADING DOCK IS AVAILABLE AND USE INCLUDED IN THE LEASE AGREEMENT. OTHER FACILITIES INCLUDED IN THE LEASE ARE ELECTRICITY, HEAT, WATER, OFFICE AIR-CONDITIONING, AND MAINTENANCE OF ALL PERMANENT EQUIPMENT. THE ENTIRE BUILDING IS FIRE-PROOF, OF BRICK AND STONE CONSTRUCTION, AND CAPABLE OF SUSTAINING 232 LBS PER SQUARE FOOT LIVE LOAD. THE SPACE HAS BEEN DIVIDED INTO OFFICES, RECEPTION ROOM, CAFETERIA, WASHROOMS, DISPENSARY, STORAGE, AND PRODUCTION AREAS. WORK AREAS ARE BROKEN DOWN ACCORDING TO CERTAIN MINIMAL REQUIREMENTS RECOMMENDED IN THE PROTOTYPE AND CONTRACT REQUIREMENTS. SEVENTY-FIVE TO NINETY TRAINEES AND SHELTERED EMPLOYEES CAN BE ACCOMODATED UNDER THE PRESENT PHYSICAL PLANT SET-UP. HOWEVER, THIS NUMBER IS MUCH TOO GREAT WITHOUT A STAFF OF THREE SUPERVISORS AND THE OCCASIONAL HELP OF VOLUNTEERS. SIXTY SHOULD BE THE OPTIMUM NUMBER OF PEOPLE ACCOMODATED.

OFFICE FURNITURE AND LOCKER EQUIPMENT HAS EITHER BEEN DONATED OR PURCHASED SECOND-HAND IF POSSIBLE. THE EQUIPMENT INCLUDES HAND TOOLS, CHAIRS, REFRIGERATOR, WASHER, DRYER, SEWING MACHINES, BENCH GRINDER, DRILL PRESS, PLATFORM AND TABLE SCALES, TAPE DISPENSERS, FANS, HAND AND LIFT TRUCKS, PALLETS, AIR COMPRESSOR, MEDICINE CABINET, ROLL AWAY BEDS, LINENS, WASTE RECEPTACLES, AND FLOOR SWEEPER.

B. STAFF ORGANIZATION



EXECUTIVE DIRECTOR RESPONSIBLE FOR THE ESTABLISHMENT OF POLICY AND STANDARDS, COORDINATION OF ALL SERVICES FOR THE ACCOMPLISHMENT OF THE OBJECTIVES AS SET FORTH. HE IS RESPONSIBLE FOR THE RECRUITMENT OF STAFF AND PROVIDING FOR THEIR ORIENTATION AND INDUCTION INTO THEIR RESPECTIVE JOBS AND FOR THE RELEASE OR DISMISSAL OF PERSONNEL. ALL STAFF CONFERENCES ARE SCHEDULED BY THE EXECUTIVE DIRECTOR, INCLUDING THOSE OF ADMISSION, EVALUATION, CASE WORK PROBLEMS, IN-SERVICE TRAINING, RESEARCH PROJECTS, AND COOPERATING AGENCIES. THESE RESPONSIBILITIES INCLUDE EVALUATING ALL CONTRACTS PROCURED FOR THE WORKSHOP AND WHEN ADVISABLE, ASSISTING IN THE PROCUREMENT OF SUB-CONTRACTS, EVALUATING PERSONNEL AND ATTEMPTING TO IMPROVE THEIR PERFORMANCE, SUPERVISING PROPER MAINTENANCE OF ALL PHYSICAL PROPERTIES AND PLANT EQUIPMENT, AND REPRESENTING PROJECT, INC. BEFORE INTERESTED INDIVIDUALS AND ORGANIZATIONS.

SECRETARY SERVES AS RECEPTIONIST, AND TYPIST. ANSWERS TELEPHONE AND ROUTES INCOMING MAIL. RESPONSIBLE FOR THE LABELING AND POSTAGE METERING OF OUTGOING FREIGHT SHIPMENTS.

Accountant Keeps the accounts of the workshop, prepares client and staff payrolls, invoices customers for amounts due the workshop, prepares vouchers and checks for accounts payable and assists in maintaining production records.

Clinical Psychologist Interviews prospective trainee and parents, obtains necessary school and medical reports, and participates in planning conferences concerning incoming clients. Performs psychological testing when adequate school reports are not available and counsels with clients in training. Seeks employment for trainees and performs follow-up duties after placement.

Psychological Evaluator Develops evaluative procedure through various activities within the workshop for new trainees entering and in the seven week evaluation. Maintains adequate records of client's social, vocational, and personal progress during the evaluation period. Maintains production records and assists shop supervisors in maintaining production.

Supervisors (2) Conduct time studies for wage determination, organizes and plans production, establishes quality controls, and maintains shipping and receiving operations. Responsible for instruction and guidance of workers on work assignments and for condition conductive to the safety of the workers.

IV.

PROJECT OPERATION

A. Criteria for Screening and Admissions.

Specific criteria are as follows:

1. Ages 16 to 30
2. IQ not more than 78
3. Other disabilities: mental retardation must be primary
4. Epileptic condition: under medical control
5. Emotionally disturbed: non-disruptive behavior
6. Self-care: capable of self-travel with training

In addition to the specific criteria for admission there are a few general criteria as follows:

1. A current or recent (within past six months) medical report by a qualified physician
2. All reports of psychological tests administered within the past five years by any school, agency or individual
3. Summary of clients background information (names & ages of parents, siblings, clients education and/or employment history, vocational interest etc.)
4. Psychological testing in order to assess clients present level of functioning in verbal and performance areas.

When all records and reports have been obtained, each case is staffed, and eligible clients are notified to report for seven weeks of evaluation which is primarily to determine whether each trainee can benefit from and/or possesses the skills necessary for competitive or sheltered workshop employment. Upon satisfactory completion of the evaluation period additional training may be recommended. This time is spent on work contracts in the shop and is designed to teach or improve simple work skills utilized in light packaging and assembly-type work. When this

PERIOD OF TRAINING HAS BEEN COMPLETED, RECOMMENDATIONS MAY BE MADE FOR "OUTSIDE" OR COMPETITIVE EMPLOYMENT, TERMINAL OR SHELTERED WORKSHOP EMPLOYMENT, OR WITHDRAWAL FROM THE PROGRAM BECAUSE OF UNSATISFACTORY ABILITY TO DEMONSTRATE MINIMUM WORK-SHOP STANDARDS IN BEHAVIOR OR PERFORMANCE:

B. TESTS AND MEASURES

1. THE FOLLOWING IS A LIST OF TESTS USED WITH THE BRIEF DESCRIPTION OF EACH ONE.

WECHSLER ADULT INTELLIGENCE SCALE (WAIS)

FULL RANGE PICTURE VOCABULARY TEST (AMMONS)

BENDER MOTOR GESTALT TEST

STANDARDIZED ORAL READING PARAGRAPHS (GRAY)

WOODY-MCCALL, MIXED FUNDAMENTALS IN ARITHMETIC

PURDUE PEG BOARD

THE WECHSLER ADULT INTELLIGENCE SCALE (WAIS) IS DESIGNED FOR ADULTS 16 YEARS OF AGE AND OLDER, AND IS WELL-SUITED TO OUR YOUNG ADULT POPULATION. THE UNIVERSAL RECOGNITION AND ACCEPTANCE OF ITS VALIDITY AS A PSYCHOMETRIC TOOL GIVE A NATION-WIDE CONSISTENCY TO ITS INTERPRETATION AND USE, REGARDLESS OF THE SETT-ING OR ADMINISTRATIVE LOCALE.

THE WAIS IS COMPOSED OF 11 SUB-TESTS. SIX OF THESE ATTEMPT TO MEASURE VARIOUS VERBAL FUNCTIONS SUCH AS INFORMATION, VOCABULARY COMPREHENSION, MEMORY AND ARITHMETIC REASONING. THE REMAINING FIVE SUB-TESTS MEASURE AREAS OF PERFORMANCE ABILITY SUCH AS QUALITATIVE ANALYSIS, CONCENTRATION, CONFIGURATION, AND CREATIVE ABILITY. IN GENERAL, THE WAIS PROVIDES VERBAL,

PERFORMANCE, AND TOTAL INTELLIGENCE QUOTIENTS WHICH PERMIT COMPARISON OF THE INDIVIDUAL WITH NATIONAL NORMS.

PICTURE VOCABULARY TEST (AMMONS)

THIS IS AN EASILY ADMINISTERED, HIGHLY VALID AND RELIABLE INDIVIDUAL TEST OF INTELLIGENCE BASED ON VERBAL COMPREHENSION. THE TEST REQUIRES ONLY TEN MINUTES TO ADMINISTER AND NORMS ARE AVAILABLE FROM AGE TWO THROUGH THE ADULT LEVEL. FURTHERMORE, IT GIVES A QUICK APPROXIMATION OF AN INDIVIDUALS MENTAL ABILITY AND IS ESPECIALLY USEFUL IN CONJUNCTION WITH A SCREENING INTERVIEW OF PROSPECTIVE CLIENTS.

A VALIDITY COEFFICIEAT OF .76 WITH THE STANFORD-BINET HAS BEEN RECORDED FOR 60 MALE MENTAL DEFECTIVES IN A STUDY BY SLOAN, & BENSBERG G. J. (AMER. J. MENT. DEFIC. 1954)

NO READING OR WRITING IS REQUIRED OF THE TESTEE. HE IS ASKED ONLY TO INDICATE BY POINTING TO ONE OF FOUR DRAWINGS ON A CARD WHICH PICTURE IS ASSOCIATED WITH THE WORD THE EXAMINER HAS SPOKEN. SIXTEEN CARDS ARE PRESENTED ONE AT A TIME AND THE TEST YIELDS A MENTAL AGE SCORE WHICH IS READILY TRANSFERRED INTO STANFORD-BINET INTELLIGENCE QUOTANTS.

BENDER MOTOR GESTALT TEST

THIS IS AN INDIVIDUALLY ADMINISTERED TEST COMPOSED OF 9 GEOMETRIC DESIGNS ON A SHEET OF PAPER. THEY REPRODUCE THESE DESIGNS ON A SHEET OF PAPER. THERE IS NO FURTHER STRUCTURE TO THE TASKS OR TIME LIMIT. MOST OF OUR CLIENTS ENTER THE TASK FREELY AND WILLINGLY.

THE TEST HAS BEEN USED TO EXPLORE RETARDATION, REGRESSION, LOSS OF FUNCTION, AND ORGANIC BRAIN DEFECTS IN BOTH ADULTS AND CHILDREN, AND TO EXPLORE PERSONALITY DEVIATION.

AS USED BY THE PROJECT ITS FUNCTION IS TO PERMIT A RAPID AND RELATIVELY OBJECTIVE ASSESSMENT OF A NUMBER OF CHARACTERISTICS OF THE MENTALLY RETARDED PERSON AT WORK, SUCH AS LENGTH OF ATTENTION SPAN, ABILITY TO FOLLOW INSTRUCTIONS, WILLINGNESS TO COOPERATE, AND SELF-CRITICAL ABILITY. THE EXTENT TO WHICH HE RECOGNIZES DEVIATIONS IN HIS PERFORMANCE, HIS ATTEMPTS TO MODIFY ERRORS OR HIS ACCEPTANCE OF INADEQUATE PERFORMANCE, AND THE DEGREE TO WHICH HE IS DESTRESSED BY FAILURE, WILL HAVE BEARING ON THE TYPE OF TRAINING TASKS MOST EFFECTIVE FOR THE INDIVIDUAL, AS WELL AS THE KINDS OF PRODUCTION ACTIVITY FOR WHICH HE MAY BE SUITED.

STANDARIZED ORAL READING PARAGRAPHS (GRAY)

THE TEST CONSISTS OF TWELVE PARAGRAPHS RANGING IN ORDER OF INCREASING DIFFICULTY FROM FIRST GRADE TO EIGHTH GRADE, WHICH THE EXAMINER PRESENTS TO THE CLIENT TO BE READ ORALLY. A TIME SCORE AND AN ERROR SCORE ARE MAINTAINED WHICH INDICATE THE NATURE AND SEVERITY OF AN INDIVIDUAL'S READING DIFFICULTY.

QUICKLY AND EASILY ADMINISTERED, THE TEST PROVIDES A USEFUL INDEX OF AN INDIVIDUALS ABILITY TO HANDLE WRITTEN MATERIALS AND AN INDICATION OF LEVEL OF COMPREHENSION OR EDUCATIONAL ACHIEVEMENT ATTAINED. VALUABLE IN DETERMINING BROADLY WHICH CLIENTS CAN HANDLE AN APPLICATION FORM FROM ONES THAT WOULD REQUIRE A GREAT AMOUNT OF HELP AND SUPERVISION.

MIXED FUNDAMENTALS IN ARITHMETIC (WOODY-MCCALL)

PUBLISHED BY BUREAU OF PUBLICATIONS, TEACHERS COLLEGE, COLUMBIA UNIVERSITY, THIS TEST DETERMINES ARITHMETIC ABILITY FROM GRADES 2 TO 9 BY MEANS OF THIRTY FIVE PROBLEMS IN ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION. ADMINISTRATION TIME IS TWENTY MINUTES AND PROVIDES GRADES SCORES AND AGE SCORES FOR EACH INDIVIDUAL SHOWING HOW HE COMPARES WITH TYPICAL PUPILS OF SIMILAR CHRONOLOGICAL AGE AND GRADE.

IT'S CHIEF CONTRIBUTUION AS GIVEN TO THIS POPULATION IS TO QUICKLY DISCRIMINATE INDIVIDUALS WHO CAN COUNT AND HANDLE SIMPLE FIGURES FROM THOSE UNABLE TO HANDLE FIGURES OR COUNT ACCURATELY. THIS INDEX HAS POTENTIAL MEANING TO ALL CLIENTS ENTERING THE WORKSHOP SINCE REPETITION OF ITEMS AND COUNTING OF MATERIALS APPEARS IN NEARLY ALL CONTRACT WORK.

PURDUE PEG BOARD

THIS IS AN INDIVIDUALLY ADMINISTERED TEST OF MANIPULATIVE DEXTERITY DEVELOPED TO AID IN THE SELECTION OF EMPLOYEES FOR SUCH WORK AS ASSEMBLY, SORTING, MACHINE OPERATIONS, AND SIMILAR MANIPULATIVE TASKS. MATERIAL CONSISTS OF A BOARD IN WHICH SMALL METAL PEGS ARE FITTED INTO HOLES, FIRST BY THE RIGHT AND THEN BY THE LEFT HAND. AN ASSEMBLY TASK OF COLLARS, PEGS, AND WASHERS INVOLVING BI-MANUAL SKILL IS ALSO UTILIZED. THE TEST IS SCORED BY THE SIMPLE COUNTING OF SUCCESSFUL PLACEMENTS WITHIN A RIGID TIME PERIOD.

DURING THE EVALUATION PHASE OF THE PROGRAM, THE TEST PROVIDES A BEHAVIORAL SAMPLE ON A NUMBER OF UNIFORM TASKS SUGGESTING AREAS OF

SKILL AND POTENTIAL FOR ASSEMBLY TASKS IN AND OUT OF THE WORK-SHOP. FACTORS SUCH AS TENSION, ANXIETY, COOPERATION, ABILITY TO FOLLOW DIRECTIONS AND SOCIAL INTERACTION ARE EASILY OBSERVED AND CONTRIBUTE TO THE VOCATIONAL EVALUATION OF THE CLIENT.

c. Population Characteristics

1. THE PROGRAM ACCEPTS CLIENTS FOR SERVICES WHO PREVIOUSLY HAVE HAD LITTLE OR NO OPPORTUNITY FOR PREVOCATIONAL TRAINING REHABILITATION SERVICES OR EMPLOYMENT OPPORTUNITIES. BY DEFINITION THE CLIENTS MUST HAVE A VOCATIONAL HANDICAP AS A RESULT OF THE PRESENCE OF MENTAL RETARDATION.

ALL PROSPECTIVE CLIENTS ARE CONSIDERED REGARDLESS OF RACE, COLOR, CREED, EDUCATION, OR SOCIO-ECONOMIC STATUS. INDIVIDUALS WITH ADDITIONAL HANDICAPS TO MENTAL RETARDATION SUCH AS CEREBRAL PALSY, EPILEPSY, MONGOLISM, AND OTHERS ARE SERVED ALSO.

FINANCIAL INABILITY TO PAY FOR THE TUITION OF A TRAINEE, WHICH IS FIFTEEN DOLLARS A WEEK, IS NOT AN OBSTACLE TO FAMILIES OF LOW INCOME, AS THE STATE DIVISION OF VOCATIONAL REHABILITATION HAS MADE AVAILABLE THE AMOUNT OF TEN THOUSAND DOLLARS ANNUALLY NOT ONLY FOR TUITION REQUIREMENTS, BUT ASSISTANCE FOR TRANSPORTATION AND MAINTENANCE OF TRAINEES WHO WOULD HAVE OTHERWISE BEEN UNABLE TO PARTICIPATE IN TRAINING. INDEED, THE NUMBER OF VOCATIONAL REHABILITATION SPONSORED CLIENTS HAS AT ALL TIMES OUTNUMBERED THE PRIVATE PAYING CLIENTS.

V
TRAINING PROCEDURES AND TECHNIQUES 17

A. EVALUATION UPON STAFFING, ELIGIBLE CLIENTS ARE ADMITTED FOR SEVEN WEEKS OF EVALUATION TO DETERMINE THEIR ADEQUACY AND SKILLS WITHIN THE PROGRAM. THE OBJECTIVES OF EVALUATION ARE TO IDENTIFY THE INDIVIDUAL'S SPECIFIC ASSETS AND LIMITATIONS, WHETHER AND TO WHAT DEGREE THE INDIVIDUAL CAN PERFORM. THIS IS DONE THROUGH OBSERVATION AND RECORDS OF PERFORMANCE AND QUANTITATIVE JUDGEMENTS REGARDING STANDARDS OF PERFORMANCE ADEQUACY.

B. PRE-VOCATIONAL TRAINING UPON SATISFACTORY COMPLETION OF EVALUATION, AN ADDITIONAL PERIOD OF TWENTY-SIX WEEKS OF PRE-VOCATIONAL TRAINING MAY BE RECOMMENDED. WHEN THIS PERIOD HAS BEEN COMPLETED, RECOMMENDATIONS ARE MADE FOR OUTSIDE PLACEMENT, SHELTERED WORKSHOP EMPLOYMENT, OR WITHDRAWAL FROM THE PROGRAM. THERE ARE A NUMBER OF JOBS TO WHICH THE TRAINEE IS EXPOSED, INCLUDING ASSEMBLING PARTS, FOLDING, PACKAGING, AND STAPLING. IN ADDITION, THERE ARE MAINTENANCE JOBS OF WAREHOUSE HELPER, HOUSEKEEPER, AND PORTER. EMPHASIS IS GIVEN TO WORK HABITS, ATTITUDES, PERSONAL ADJUSTMENT, AND RELATIONS WITH PEERS AND STAFF.

C. COUNSELING VOCATIONAL COUNSELING IS AVAILABLE TO ALL TRAINEES BOTH IN TERMS OF THEIR PRESENT TRAINING AND FUTURE PLANS. EXPLORATION OF EMPLOYMENT POSSIBILITIES ARE ROUTINE AND COUNSELING IS OFFERED BOTH IN THE SHOP AND ALSO IN MORE FORMAL OFFICE INTERVIEWS. AS A TRAINEE NEARS COMPLETION OF TRAINING, MORE INTENSIVE COUNSELING AND EXPLORING IS DONE. ASSISTANCE IS PROVIDED IN SEEKING EMPLOYMENT IN ANY WAY POSSIBLE.

VI.
CONTRACT PROCUREMENT

THE SUBSTANTIAL PART OF ALL CONTRACT WORK IS OBTAINED FROM LOCAL BUSINESS AND MANUFACTURING COMPANIES, ALTHOUGH FOR A PERIOD OF ONE AND ONE HALF YEARS, A GIFT ITEM WAS PACKAGED FOR LOCAL DISTRIBUTION FRANCHISED THROUGH A NEW YORK CONCERN. THESE CONTRACTS HAVE BEEN OBTAINED THROUGH PERSONAL AND BUSINESS CONTACTS OF THE STAFF AND FROM A FEW MEMBERS OF THE BOARD OF DIRECTORS. A GIANT POSTAL CARD WAS ONE OF THE MORE SUCCESSFUL PIECES OF DIRECT MAIL WHICH ULTIMATELY RESULTED IN CONTRACT WORK.

BASICALLY THE CONTRACTS PERFORMED FALL INTO THE CLASSIFICATIONS OF (A) FOLDING AND MAILING SERVICES, (B) PACKAGING, (C) ASSEMBLING, (D) LIGHT MANUFACTURING, (E) DISPLAY MOUNTING, (F) SEWING AND (G) SALVAGE INSPECTION.

NO PRIMARY MANUFACTURING HAS BEEN ATTEMPTED, ALTHOUGH THE FEASIBILITY OF THIS WILL CONTINUE TO BE EXPLORED. APPENDIX A SHOWS THE BREAKDOWN OF THE CONTRACT JOBS PERFORMED IN THE WORKSHOP DURING EACH OF THE FISCAL YEAR PERIODS. SEVERAL OF THE JOBS LISTED HAVE BEEN SUSTAINING CONTRACTS, SOME MAINTAINED FOR PERIODS OF OVER ONE YEAR. SOME WERE NUSIANCE JOBS FOR INDUSTRY WHICH HAD A REMUNERATIVE VALUE TO PROJECT, INC.

BEFORE A CONTRACT IS ACCEPTED, IT IS STUDIED TO DETERMINE SIMILARITY TO ANY PREVIOUS WORK WHICH MAY HAVE BEEN PERFORMED BY THE TRAINEES. A TIME AND MOTION STUDY IS MADE TO DETERMINE TIME REQUIRED AND COST INVOLVED IF THE WORK IS NEW; WHILE IF THE JOB IS KNOWN OR RELATED A PRICE MAY BE QUOTED UTILIZING PREVIOUSLY SET STANDARDS.

WHERE POSSIBLE, WORK IS SET UP ON ACCEPTED ASSEMBLY LINE PROCEDURES TO ENABLE THE TRAINEES TO BECOME ACCUSTOMED TO THE INDUSTRIAL STANDARDS REQUIRED IN INDUSTRY.

CONTRACT OPERATIONS OF THE WORKSHOP HAVE BEEN ADVANCED AND A MARKED INCREASE HAS BEEN SHOWN EACH SUCCEEDING YEAR. OUR CONTINUING NEEDS ARE FOR LONG-TERM CONTRACTS, WHICH CAN BE PERFORMED BY MOST TRAINEES, YET WHICH WILL BE OF SUFFICIENT VARIETY AND OFFER A CHALLENGE. IDEALLY, THESE LONG-TERM CONTRACTS WOULD ALLOW US AT OUR DISCRETION TO CONTINUE TO PRODUCE DURING OUR SLACK TIMES AND TO STOCKPILE THE FINISHED PRODUCT

FOR FUTURE WITHDRAWAL. BETTER PAYING CONTRACTS ARE, OF COURSE, VERY NECESSARY TOO. THUS TRAINEE EARNINGS COULD BE BASED ON CAPACITY, RATHER THAN THE WORKSHOP'S ABILITY TO PROVIDE THE OPTIMA IN TYPES OF CONTRACTS.

WAGES GENERALLY ARE ON A PIECE-WORK BASIS, COMPARABLE TO THOSE PAID IN INDUSTRY FOR SIMILAR WORK, AFTER HAVING MADE THE APPROPRIATE ALLOWANCES FOR OVER-HEAD. HOURLY WAGES ARE PAID FOR CERTAIN JOBS NOT ADAPTED TO PIECE-WORK PAYMENT. OCCASIONALLY IT IS NECESSARY TO SUPPLEMENT EARNINGS FOR THOSE NOT MEETING THE FEDERAL WAGE REQUIREMENTS, ALTHOUGH A MINIMUM WAGE CERTIFICATE IS HELD ALLOWING PAYMENTS AS LOW AS .05¢ AN HOUR TO BE PAID. HOWEVER, AS A MATTER OF POLICY WHEN POSSIBLE, A MINIMUM OF .10¢ PER HOUR IS PAID. HOUR, WAGE AND SAFETY REQUIREMENTS ARE MET THROUGHOUT THE PROJECT OPERATION.

TABLE 7 COMPARES MONTH BY MONTH TRAINEE EARNINGS FOR EACH FISCAL YEAR. THE READER SHOULD NOT TRY TO RELATE TRAINEE WAGES TO SUB-CONTRACT LABOR, AS TRAINEE WAGES ARE REPORTED IN THE MONTH FOR WHICH THEY ARE PERFORMED, WHILE SUB-CONTRACT LABOR IS REPORTED FOR THE MONTH IN WHICH THE 'ACCOUNT RECEIVABLE' IS PAID.

VII.
SHELTERED EMPLOYMENT AND PLACEMENT DATA

THE GOAL OF OUTSIDE COMPETITIVE EMPLOYMENT REPRESENTS THE ULTIMATE ACHIEVEMENT TO WORKSHOP CLIENTS, AND IS THE CULMINATION OF AN EXTENSIVE PERIOD OF EVALUATION, PERSONAL ADJUSTMENT TRAINING, AND WORK ADJUSTMENT TRAINING.

TO TRAIN THE MENTALLY RETARDED, THEN RELEASE THEM TO SEEK AND OBTAIN THEIR OWN JOBS, OR JUST TO RETURN TO THE SAME SITUATION THAT EXISTED PRIOR TO TRAINING WOULD BE UNFAIR TO THE CLIENT, FAMILY AND AGENCIES INVOLVED AND IT WOULD PROBABLY LEAD TO LOSS OF FAITH BY ALL, AND PROBABLY DETERIORATION AND FRUSTRATION TO THE CLIENT.

EVEN THOUGH IT IS UNDERSTOOD THAT ONLY A SMALL PER CENT OF OUR TRAINEES CAN BE PLACED COMPETITIVELY, IT IS POSSIBLE TO MAKE SELECTIVE TYPE PLACEMENTS WHERE THE TRAINEE CAN FUNCTION AT HIS OWN LEVEL. SUCH PLACEMENTS MAY BE IN SHELTERED, SEMI-SHELTERED, OR COMPETITIVE EMPLOYMENT, BUT EACH PLACEMENT IS ONE THAT IS SUITABLE FOR THE INDIVIDUAL CLIENT CONCERNED. DURING THE PAST THREE YEARS THERE HAVE BEEN TIMES WHEN THERE WAS A JOB OPENING, BUT NO QUALIFIED TRAINEE TO FILL THE POSITION. HOWEVER, MORE OFTEN THAN NOT, WE HAVE HAD QUALIFIED TRAINEES, BUT NO JOBS TO PLACE THEM ON. THIS FACTOR INCREASED CONSIDERABLY WITH THE LOSS OF THE HALF-TIME VOCATIONAL COUNSELOR WHO WAS IN NO SMALL MEASURE RESPONSIBLE FOR MANY OF THE FINAL JOB PLACEMENTS. IF IT WERE POSSIBLE TO SECURE THE SERVICES OF A FULL-TIME PLACEMENT SUPERVISOR OR VOCATIONAL COUNSELOR IT IS FELT THAT THE NUMBER AND VARIETY OF PLACEMENTS COULD BE EXPANDED INDEFINITELY, AND THIS WOULD ALLOW A GREATER FLOW OF CLIENTS THROUGH THE PROGRAM, THUS PROVIDING AN INCREASE OF SERVICES MADE AVAILABLE TO THE MENTALLY RETARDED IN THE COMMUNITY.

TABLE 6 PRESENTS A BREAKDOWN OF THE VOCATIONAL PLACEMENTS DURING THIS THREE YEAR PERIOD.

A. RELATIONSHIPS

1. DIVISION OF VOCATIONAL REHABILITATION

PROJECT'S CLOSEST ASSOCIATION WITH ANY COMMUNITY AGENCY HAS BEEN THE LOCAL OFFICES OF DIVISION OF VOCATIONAL REHABILITATION. A GREAT AMOUNT OF EXCELLENT ADVICE AND SUGGESTION HAVE BEEN RECEIVED FROM THE LOCAL AND STATE OFFICES TOO. A SINCERE INTEREST IN PROJECT'S WORK WITH THE MENTALLY RETARDED YOUNG ADULT HAS PROVEN INVALUABLE.

THE RELATIONSHIP HAS BEEN EXCELLENT OVERALL WITH THE EXCEPTION OF JOB PLACEMENT CONTINUITY WHICH WAS COMPLETELY CURTAILED AT THE END OF 1959 DUE TO THE WITHDRAWAL OF THE HALF-TIME PLACEMENT COUNSELOR. THE COUNSELOR WAS TRANSFERED TO ASSIST THE SPECIAL SCHOOL DISTRICT FOR THE HANDICAPPED. OUR CLIENTS WERE DIVIDED AMONG THE THREE DVR COUNSELORS IN THIS AREA ALREADY FACED WITH AN OVERLOAD OF CASES.

THE REFERRAL PHASE HOWEVER, HAS CONTINUED AS A CONSTANT SOURCE OF CLIENTS. APPROXIMATELY 25% OF OUR CLIENTS COME THROUGH THIS OFFICE. SELDOM ARE DVR REFERRALS REFUSED AS WE FEEL THE COUNSELORS HAVE BEEN SO CLOSELY ASSOCIATED WITH THE CLIENT THAT THEIR JUDGMENT STRONGLY RECOMMENDS ACCEPTANCE. STAFFING IS STILL HELD HOWEVER, BEFORE CLIMAXING TRAINING.

2. ST. LOUIS ASSOCIATION FOR RETARDED CHILDREN

OUR PROJECT HAS HAD A DIRECT RELATIONSHIP THROUGHOUT THE GRANT PERIOD AND CURRENTLY TOO, WITH THE ST. LOUIS ASSOCIATION FOR RETARDED CHILDREN.

TWENTY-FIVE PERCENT OF OUR BOARD OF DIRECTORS ARE ALSO BOARD MEMBERS OF SLARC. THIS REPRESENTATION IS REQUIRED BY OUR BY-LAWS SINCE SLARC IS CONSIDERED OUR PARENT ORGANIZATION.

A "GENTLEMEN'S-AGREEMENT" WAS MADE BETWEEN THE ORGANIZATIONS WHEREBY PROJECT MAY SOLICIT FUNDS/DONATIONS PROVIDED THE SOLICATION IS FROM FRIENDS ON A PERSONAL BASIS, BUT ANY FUND DRIVE MUST BE CONDUCTED AND HANDLED BY SLARC. DURING THE PAST 3 YEARS SLARC HAS DONATED $5,000 FOR OUR SUPPORT.

PROJECT CONDUCTS ITS BOARD MEETINGS IN THE OFFICE OF SLARC AND THEY IN TURN MAY USE OUR FACILITIES AND EQUIPMENT.

PROJECT DOES NOT HAVE A PLANNED RECREATIONAL PROGRAM AND MANY OF OUR CLIENTS ATTEND SLARC'S PROGRAMS OF BOWLING, SQUAREDANCING, AND SUMMER CAMP. SLARC ALSO OFFERS PROGRAMS AND MEETINGS FOR THE PARENTS. SINCE SLARC'S UPPER AGE LIMIT IS 16, MANY OF OUR CLIENTS ARE "GRADUATES" OF THEIR FACILITIES.

3. OTHER PUBLIC AGENCIES

SOME CONTRACT SHARING HAS BEEN EVOLVED WITH THE JEWISH VOCATIONAL WORKSHOP DUE TO OVERLOADING OR BEING UNABLE TO HANDLE A PARTICULAR JOB. OCCASIONALLY THE OPPORTUNITY HAS PRESENTED ITSELF TO WORK WITH CEREBRAL PALSY ASSOCIATION AND GOODWILL.

PROJECT, INC. ITSELF HOLDS MEMBERSHIP IN THE HEALTH & WELFARE ASSOC. OF ST. LOUIS, AMONG OTHERS. THE EXECUTIVE DIRECTOR IS ACTIVE IN THE ST. LOUIS CHAPTER OF NATIONAL REHABILITATION ASSOCIATION, NATIONAL ASSOCIATION FOR RETARDED CHILDREN, NATIONAL ASSOCIATION OF SHELTERED

Workshops & Homebound Programs, & others.

The psychologist in his course of work comes in contact with many agencies, schools, hospitals, etc.

Attempts as securing cooperation with the Missouri Employment Security Commission have been negative. Part of this problem can be traced to Project's inability to say exactly what jobs our people have been trained to do.

B. Public Education

Public education is primarily handled by the Executive Director. Numerous speaking engagements in the local and outstate area are held annually. The audiences have ranged from small groups interested in initiating similar programs, to civic, merchant, fraternal, and religious organizations seeking knowledge of mental retardation.

Joint meetings of the parents were held during the first year of operation in the hopes of leading to better understanding of our aims and to offer help to the families. Unfortunately, the attendance deteriorated each successive meeting as some parents insisted on speaking about specifics and their own problems rather than adhere to generalities which would interest the majority. Subsequently, the idea was discarded. It is felt that general type meetings may be again possible now that SLARC has made individual parent counseling available. In May, 1961 a letter was sent to all parents asking their views and particularly for topics they desire discussing. At this time only a few have replied. SLARC also holds regularly scheduled meetings open to the public on topics related to mental retardation.

FAR TOO MANY RETARDATES ARE OVER-PROTECTED AND GREATER FREEDOM TO DEVELOP THEIR CAPABILITIES MUST BE STRESSED. EMPHASIS WILL BE AIMED TOWARDS GREATER REALIZATION OF PERMITTING THE UTILIZING OF ABILITIES.

THE PSYCHOLOGIST HAS FROM TIME TO TIME SPOKEN TO GROUPS, BUT GENERALLY "EDUCATES" REFERRING PERSONNEL OR CASEWORKERS OF AGENCIES IN TOUCH WITH THE HANDICAPPED, TO AVAIL THEMSELVES OF PROJECTS' SERVICES.

c. MASS PUBLICITY

IT HAS BEEN PROJECT'S GOOD FORTUNE TO RECEIVE SEVERAL NEWSPAPER WRITE-UPS AND FREE RADIO TIME. MORE PUBLICITY IS CURRENTLY DESIRED TO SHOW PROGRESS MADE DURING OUR THREE YEARS OF OPERATION.

IN NOVEMBER 1960, PROJECT HELD "OPEN HOUSE" WITH SPECIAL INVITATIONS ISSUED TO PARENTS, FRIENDS, FIRMS GIVING SUB-CONTRACTS TO THE SHELTERED WORKSHOP, AS WELL AS THE GENERAL PUBLIC. WE WERE EXTREMELY GRATIFIED WITH THE TURNOUT.

AS THE VISITING HOURS WERE IN THE EVENING, THE TRAINEES AND SHELTERED WORKSHOP EMPLOYEES STARTED THEIR DAY IN THE LATE AFTERNOON INSTEAD OF THE USUAL 9:15 A.M. CLOCK-IN TIME. AS FAR AS POSSIBLE THE ATTEMPT WAS MADE TO CREATE THE ATMOSPHERE OF "JUST ANOTHER WORKING DAY"; BUT WHEN THE POWER FAILED MOMENTS BEFORE THE DOORS WERE OPENED IT WAS DIFFICULT TO MAINTAIN THE ILLUSION. FORTUNATELY THROUGH THE EFFORTS OF A BOARD MEMBER, AN EMPLOYEE OF THE LOCAL POWER COMPANY, LIGHTS WERE RESTORED QUICKLY. AFTER A SHORT DELAY, ALL PERSONNEL WERE ON THEIR ASSIGNED JOBS AND BUSY PRODUCING.

TOURS OF THE FACILITIES WERE CONDUCTED BY THE STAFF AND EACH REPORTED FAVORABLE COMMENTS. FOR MANY, THIS WAS THE FIRST CONCEPTION OF WHAT THE RETARDED INDIVIDUAL CAN DO WITH TRAINING.

PLANS TO HOLD ANOTHER "OPEN-HOUSE" SOMETIME DURING THE SUMMER ARE BEING CONSIDERED.

FURTHER PUBLIC EDUCATION IS NECESSARY IN ORDER THAT THE MENTALLY RETARDED WILL BE FULLY ACCEPTED AND ACTIVELY INTERGRATED INTO THE COMMUNITY.

IX
SUMMARY OF RESULTS & CONCLUSIONS

AFTER TRAINING 137 RETARDATES, PLACING 28 IN INDUSTRY, AND CURRENTLY EMPLOYING 38 IN THE SHELTERED WORKSHOP, WE HAVE FOUND OUR ADMISSION POLICY, TESTING, AND EVALUATION PROGRAM IS DEFICIENT IN CERTAIN RESPECTS. SOME INDIVIDUALS ARE MORE CAPABLE THAN THE ORIGINAL EVALUATION WOULD INDICATE, WHILE OTHERS NEED DAY CARE OR PLAY ACTIVITY RATHER THAN VOCATIONAL TRAINING.

OTHER CONCLUSIONS DRAWN FROM PAST EXPERIENCE SHOW THAT EVEN AFTER TRAINING SOME CANNOT FUNCTION AS TERMINAL WORKSHOP EMPLOYEES.

UNFORTUNATELY, WE HAVE BECOME SATURATED WITH SHELTERED WORKSHOP EMPLOYEES. THIS RESULTING FROM MANY FACTORS SUCH AS LOCAL ECONOMIC SITUATION, AGE OF TRAINEE AT COMPLETION OF TRAINING, AND LACK OF PLACEMENT PERSONNEL. A FACILITY OR PROGRAM SHOULD BE DEVISED TO HANDLE CLIENTS AFTER TRAINING. A CUT-OFF POINT OR A CRITERIA PLAN MUST BE DEVISED AS OUR PHYSICAL PLANT AND OTHER FACILITIES CANNOT ACCEPT ALL TRAINEES INTO THE SHELTERED WORKSHOP IF INDUSTRIAL JOBS ARE UNAVAILABLE. ACCEPTANCE INTO THE WORKSHOP SHOULD NOT BE CONSIDERED AUTOMATIC ALTHOUGH THIS TYPE PROGRESSION HAS BEEN THE PRACTICE.

INCIDENTS OF EROTIC EMOTIONAL BEHAVIOR POINTS OUT THE NEED OF THE MR SHELTERED WORKSHOP AND TRAINING CENTER HAVING PSYCHIATRIC AFFILICATIONS TO DRAW UPON OR TRAINED PERSONNEL ABLE TO COPE WITH THE PROBLEMS OFTEN MORE SERIOUS THAN THE RETARDATION.

X
FUTURE PLANS AND DEVELOPMENT

A. Pending Problems and Needs

Looming even larger than the financial need, is our need for trained professional staff. A full time placement person is needed desperately. The present staff is inadequate in number to handle this in addition to their other duties. We need other additional staff too. Presently we are short two people, an evaluation supervisor and production supervisor for the shop.

A three pronged planned publicity program must be undertaken. Hit and miss efforts for contract procurement will not carry Project through the future. Another phase should be initiated to publicize the training services offered and the need for jobs for trained clients and finally, appeals for financial aid.

B. Recommendations for the Future:

Research should be conducted concerning improvement of the present admission criteria.

In large metropolitan areas and particularly in St. Louis, the labor market is not ready to employ a 16 year old be he normal or retarded. The minimum admission age should be raised to 18 years of age.

Another possible change to the criteria would be the acceptance of person's with an IQ above 79, but showing psuedo-retardation caused by social-economic environment. Consider

ACCEPTING DEAF AND BLIND RETARDATES, OR ANYONE SHOWING MR TENDENCIES. EVALUATE THE RETARDED INDIVIDUAL OVER 30 YEARS OF AGE AS BEING ABLE TO BENEFIT FROM TRAINING.

BEING PRIMARILY A TRAINING CENTER AND HAVING EXPERIENCED DIFFICULTY IN PLACING CLIENTS ON JOBS AFTER TRAINING, THE EXACT NEEDS OF INDUSTRY MUST BE DETERMINED AND TRAINING INSTITUTED FOR THESE PARTICULAR JOBS. THOSE BEST SUITED FOR EMPLOYMENT MUST BE DETERMINED EARLY IN THEIR TRAINING PERIOD SO THAT PART OF THE 33 WEEKS IS DEVOTED TO SPECIALIZED TRAINING FOR A PARTICULAR JOB. ANOTHER PLAN WOULD BE TO EXTEND THE TRAINING PERIOD TO GREATER THAN 33 WEEKS FOR SPECIAL TRAINING.

SOME SERIOUS CONSIDERATION SHOULD BE GIVEN TO DEVELOPING A BOARDING-IN FACILITY TO MEET THE NEEDS OF OUTSTATE CLIENTS.

FURTHER FAR-AHEAD PLANNING SHOULD CONSIDER THE "HALF-WAY HOUSE" OR A PROGRAM SIMILAR IN NATURE FOR THE RETARDED INDIVIDUAL PRESENTLY EMPLOYED BUT STILL NEEDING HELP WITH PROBLEMS. WE SHOULD NOT CONSIDER OUR JOB FINISHED BECAUSE HE HAS BEEN TRAINED, PLACED AND PROVEN SATISFACTORY ON THE JOB FOR AWHILE. THERE ARE STILL PROBLEMS TO FACE THAT THE INDIVIDUAL OR HIS FAMILY CANNOT HANDLE. A MEANS OF MEETING THIS NEED MUST BE FOUND.

XI.
CONSIDERATIONS

NATIONAL TRENDS INDICATE THAT AS COMMUNITY SERVICES ARE PROVIDED FOR THE EDUCABLE RETARDED, FEWER AND FEWER MENTALLY RETARDED PERSONS WILL BE INSTITUTIONALIZED EXCEPT FOR TEMPORARY OR SPECIALIZED CARE AND TREATMENT.

IN LINE WITH THESE COMMUNITY SERVICES IS THE RECOGNITION BY PUBLIC AND PAROCHIAL SCHOOLS OF THE NEEDS OF THE MENTALLY RETARDED AND UNDERSTANDING OF THE GOALS OF SPECIAL EDUCATION PROGRAMS.

SPECIFICALLY, EDUCATORS MUST BE MADE AWARE THAT THE RESPONSIBILITY OF EDUCATING A MENTALLY RETARDED PERSON DOES NOT END AUTOMATICALLY AT AGE SIXTEEN. IF AN "AVERAGE, NORMAL" YOUNGSTER AT THIS AGE CANNOT GO INTO THE COMMUNITY AND EXPECT TO FIND COMPETITIVE EMPLOYMENT AS IS GENERALLY THE CASE, WHAT CHANCE THEN HAS A MENTALLY RETARDED PERSON OF 16 WHO CAN NEITHER READ NOR WRITE ADEQUATELY, WHO CANNOT FILL OUT AN APPLICATION SUFFICIENTLY OR CONDUCT HIMSELF INTELLIGENTLY DURING AN INTERVIEW?

THIS POINTS UP ANOTHER DEFICIENCY IN EXISTING SERVICES WHICH IS A LACK OF QUALIFIED TEACHERS IN THE FIELD OF SPECIAL EDUCATION, LACK OF CLASSROOM SPACE AND MOST IMPORTNAT, IN REGARD TO PROJECTS & SHELTERED WORKSHOPS FOR THE RETARDED, A LACK OF PROFESSIONAL PERSONNEL TO STAFF SUCH ORGANIZATIONS. UNTIL THESE NEEDS ARE MET, THE PUPILS AND CLIENTS WILL FAIL TO OBTAIN THE NECESSARY GUIDANCE, TRAINING, AND SKILLS, VITAL TO ENABLE THEM TO BECOME SUCCESSFUL, SELF-SUSTAINING CONTRIBUTORS TO SOCIETY, RATHER THAN CONTINUED TAX BURDENS UPON IT.

APPENDIX

APPENDIX A

PROJECT, INC.

401 S. Edwin

1ST. Year Contract Labor

Carson, Union, May, Stern	226.00
World Tire Company	90.00
Gift Pax, Inc.	660.00
Comar Company	622.80
Prince Gardner	18.75
Lemay Bank & Trust Company	35.00
General Motors Club	21.80
Hart Vance	25.03
Semple Jacobs Company	11.14
Orchard Paper Company	167.30
Moog Industries	30.00
Central States Paper Company	5.73

Total for 1st. year.....1913.55

PROJECT, INC.

401 So. Edwin

2nd. year operation

CONTRACT LABOR

NAME OF COMPANY	JOB DESCRIPTION	UNITS	TOTAL RECEIPTS
S. G. Adams Co.	Atth. Wire to Tag	2,500	$ 14.50
Artophone Corp.	Address, Stuff Envelopes	382	8.00
Color Art Co.	Pkg. Toy Maps	14,274	114.19
Dennison Tag Co.	Stamping, Tagging, Adv. & Mail	47,125	133.25
Gift Pax, Inc.	Pkg. gift items	67,325	1200.00
Bridal Pax, Inc.	Pkg. gift items, Shipping	18,324	1305.68
Moog Industries	Sort, Pkg., Seal Auto Parts	59,565	603.00
Northwestern Products	Bag, Seal Pkg., Marbles	282,357	1694.42
Nixdorff - Krein	Gift Wrap Xmas Gifts	216	108.00
Orchard Paper Co.	Pkg. Bug Repellant	164,840	762.35
St. Louis Sticker Co.	Atth. String to Tags	5,851	17.55
Semple Jacobs Co.	Stuff, Seal Adv. Mail	9,439	73.06
Stix Baer & Fuller	Sand & Dip Steak Platters	168	58.50
Stix Baer & Fuller	Insert, Bdl. Adv. Matter	105,216	526.08
Westinghouse Elec. Co.	Affix Price & Pk. Lt Bulbs	278,041	1471.14
World Tire Co.	Atth. String to Tags	12,000	18.00
Sheperd Eng. Co.	Assemble Baby Swings	6,626	1045.65

Total for 2nd. year..... .....$9153.37

401 So. Edwin

3rd. year operation

CONTRACT LABOR.

NAME OF COMPANY	JOB DESCRIPTION	UNITS	TOTAL RECEIPTS
Gerber Plastic Co.	Pkg. & Stringing	232,275	$ 3287.24
Gift Pax, Inc.	Packing Gift Items	54,000	1200.00
Junior Chamber Commerce	Stuffing Envelopes	4,000	40.00
James Kearney Corp.	Salvage Fiber Tubes	58,282	61.51
Lennox Mfg. Co.	Sew Coin Purses	4,439	141.23
Loew's Mid City Theatre	Collating	1,105	15.51
Moog Industries	Packaging	204,599	2103.63
National Pet Shop	Pkg. Artifical Mice	19,497	36.00
Nies-Kaiser Prtg. Co.	Folding	190,139	3792.78
Nixdorff-Krien Mfg. Co.	Pkg. & Wrapping Gift Pkgs	216	108.00
Purex Corp.	Packaging Beads O'Bleach	37,728	471.60
Ryan Art Co.	Stuffing Adv. Material	890,000	1316.80
St. Louis Paper & Box	Pkg. Paper Napkins	7,900	39.50
Semple Jacobs	Stuffing Envelopes	1,360	9.52
Sheperd Eng. Co.	Assemb. Baby Swings	11,376	2652.60
Silk Screen Products	Pkg., Stamping, Etc.	22,856	295.34
Southwest Texbanc, Inc.	Applying Label to Invoices	2,400	240.00
Stevens Mfg. Co.	Pkg. Marbels	33,056	212.87
Stix, Baer & Fuller	Insert, Assemble, Adv. Mater	104,305	386.59
G. E. Tousignant Co.	Attch. Key Chain	16,420	41.05
Westinghouse Electric	Pkng. Light Bulbs	102,040	494.64
White Rodgers Co.	Bimetals Deburred	60,574	215.54
Premium Products	Pasting, Pkg., Etc.		3652.79

Total for 3rd. year.....24,662.87

APPENDIX B

TABLE 1

Applicants

Year	Number of Applicants	Number Accepted	Percent Accepted
1958 - 1959	102	55	54%
1959 - 1960	69	44	64%
1960 - 1961	83	38	46%
Total	254	137	54%

TABLE 2

Trainees

Year	Began Training	Completed Training	Withdrew Before Completion	Pending Completion	Number of Job Placements
1958 - 1959	55	41	14	-	4
1959 - 1960	44	24	20	-	14
1960 - 1961	38	12	7	19	10
Total	137	77	41	19	28

Number of Trainees as of 3-31-61	22
Number of Sheltered Employees.	38
Total	60

TABLE 3

Age and Sex of Trainees

Age	Male	Female	Total
16	0	0	0
17	3	2	5
18	7	0	7
19	6	4	10
20	3	4	7
21	5	5	10
22	3	4	7
23	2	1	3
24	2	0	2
25	2	1	3
26	2	0	2
27	0	0	0
28	1	0	1
29	0	1	1
30	1	0	1
31	1	0	1
Total	38	22	60
Per Cent	63%	37%	100%

Age Range: 17 to 31

Mean Age: 21.0

TABLE 4

Referral Sources

Source	Number
Missouri and Illinois DVR	34
St. Louis Association for Retarded Children	32
News Media	15
St. Louis City & St. Louis County Welfare Departments	13
Hospitals and Clinics	10
Public and Parochial Schools	8
Friends and Neighbors	6
Rehabilitation Center of Greater St. Louis	5
St. Louis Society for Crippled Children	5
Family and Children Services	5
Other	4
Total	137

TABLE 5

Length of Training or Sheltered Employment

Months	Clients
1 to 6	17
7 to 12	9
13 to 18	10
19 to 24	4
25 to 30	13
31 to 35	7
Total	60

TABLE 6

Vocational Placement

		Employed	
Case #	Employment	From	To
47	Packer	9/21/59	
16	Folder	1/20/60	
4	Janitor	2/29/60	3/20/60
75	Janitor	4/24/60	
36	Janitor	5/5/60	
52	Stock Boy	5/16/60	
27	Kitchen Helper	2/1/60	4/30/60
6	Janitor	4/29/60	5/16/60
2	Kitchen Helper	6/6/60	
12	Newsvender	3/23/59	

(Con't next page)

TABLE 6 (Con't)

60	Busboy	1/27/60	
44	Salvage Opr.	10/22/59	
5	Kitchen Helper	12/25/59	1/5/60
7	Kitchen Helper	5/8/59	5/9/59
9	Assembly	1/15/60	2/1/60
10	Kitchen Helper	1/18/60	
48	Kitchen Helper	2/5/60	
45	Laundry	2/5/60	
13	Laundry	5/1/60	6/1/60
18	Laundry	5/1/60	
61	Shoe Repair	2/1/60	2/2/60
42	Janitor	4/11/60	
40	Maintenance	3/1/60	
15	Sorter	4/6/60	
11	Sorter	11/1/59	11/15/59
89	Maintenance	10/21/60	
67	Clerical	11/17/60	
116	Porter	3/8/61	

TABLE 7

Wages Paid to Trainees

Month	1958 - 1959	1959 - 1960	1960 - 1961
April	-	$ 530.09	$ 601.27
May	-	420.49	671.46
June	-	659.42	653.52
July	-	734.43	1112.39
August	36.14	570.47	1605.73
September	64.69	881.45	1963.82
October	297.00	1536.07	1336.05
November	317.55	1162.17	1191.35
December	219.28	962.53	1714.76
January	193.81	238.09	934.24
February	51.00	188.83	1315.65
March	486.37	400.00	1381.18
Total	1665.84	8289.20	14481.42

INITIATIVE AND MOTIVATION

0 - OBSERVABLE IMPROVEMENTS HAVE NOT USUALLY OCCURED DESPITE STAFF CRITICISM AND/OR ENCOURAGEMENT

5 - SOME IMPROVEMENT HAS BEEN OBSERVED IN THE INDIVIDUAL BUT ONLY FOR SHORT PERIODS OF TIME (SEVERAL DAYS TO A WEEK AT MOST) AFTER WHICH HE RETURNED TO HIS FORMER PATTERN

10 - THE INDIVIDUAL HAS BEGUN TO DETERIORATE FROM PREVIOUSLY FAVORABLE PATTERNS OF WORK OR BEHAVIOR

20 - OBSERVABLE IMPROVEMENTS HAVE USUALLY OCCURRED (WITHOUT APPARENT DETERIORATION THEREAFTER) AS A RESULT OF STAFF CRITICISM AND/OR ENCOURAGEMENT OR HAS IMPROVED TO EXTENT OF APPARENT POTENTIAL AND HAS SHOWN NO TENDENCY TO DETERIORATE

SOCIAL MATURITY

0 - ONE OR MORE EXAMPLES OF DISRUPTIVE BEHAVIOR WHICH OCCURRED DURING THE CURRENT RATING PERIOD

5 - FREQUENT EXAMPLES OF UNDESIRABLE (BUT NOT DISRUPTIVE) BEHAVIOR WHICH OCCURRED DURING THE CURRENT RATING PERIOD

10 - OCCASIONAL EXAMPLES OF UNDESIRABLE (BUT NOT DISRUPTIVE) BEHAVIOR WHICH OCCURED DURING THE CURRENT RATING PERIOD

20 - FEW EXAMPLES OF UNDESIRABLE (BUT NOT DISRUPTIVE) BEHAVIOR WHICH OCCURRED DURING THE CURRENT RATING PERIOD

NEED FOR SUPERVISION

0 - USUALLY NEEDED SUPERVISION IN ORDER TO MINIMIZE UNDESIRABLE BEHAVIOR AND/OR INSURE MINIMUM LEVELS OF QUALITY AND QUANTITY.

10 - OCCASIONALLY NEEDED SUPERVISION IN ORDER TO MINIMIZE UNDERSIRABLE BEHAVIOR AND/OR INSURE MINIMUM LEVELS OF QUALITY AND QUANTITY

20 - RARELY OR NEVER NEEDED SUPERVISION IN ORDER TO MINIMIZE UNDESIRABLE BEHAVIOR AND/OR INSURE MINIMUM LEVELS OF QUALITY AND QUANTITY

PHYSICAL CAPACITY

0 - HAS HAD FREQUENT HEADACHES, UPSET STOMACHS AND SIMILAR MINOR AILMENTS INTERRUPTED HIS WORK

5 - HAS A PHYSICAL DISABILITY WHICH LIMITS THE NUMBER OF SUITABLE JOB ASSIGNMENTS OR HAS A SPEECH IMPEDIMENT (MILD OR SEVERE) OR HAS HAD AT LEAST ONE CONVULSIVE SEIZURE DURING THE CURRENT RATING PERIOD

10 - HAS NO DISABILITY WHICH LIMITS THE NUMBER OF SUITABLE JOB ASSIGNMENTS, RARELY INTERRUPTED HIS WORK DUE TO PHYSICAL COMPLAINTS; HAS HAD NO CONVULSIVE SEIZURES DURING THE CURRENT RATING PERIOD AND HAS NO SPEECH DIFFICULTIES

TRAVEL TO AND FROM THE WORKSHOP

0 - NEVER TRAVELED TO AND FROM THE SHOP WITHOUT OBVIOUS ASSISTANCE

5 - TRAVELED INDEPENDENTLY LESS THAN ONE-HALF OF THE TIME

10 - TRAVELED INDEPENDENTLY MOST OF THE TIME OR ALWAYS

PUNCTUALITY AND ATTENDANCE

0 - A TOTAL OF 3 OR MORE LATE ARRIVALS AND/OR ABSENCES DURING THE CURRENT RATING PERIOD

10 - A TOTAL OF 2 OR LESS LATE ARRIVALS AND/OR ABSENCES DURING THE CURRENT RATING PERIOD

GENERAL APPEARANCE AND CLEANLINESS

0 - ESSENTIALLY UNSATISFACTORY

5 - POOR IN GENERAL, MANY POINTS WHICH COULD BE IMPROVED UPON

10 - GOOD IN GENERAL BUT SOME POINTS COULD BE IMPROVED UPON

15 - ESSENTIALLY SATISFACTORY

ACCEPTANCE OF AUTHORITY

0 - DID NOT USUALLY ACCEPT AUTHORITY

10 - USUALLY DID ACCEPT AUTHORITY BUT UNWILLINGLY

20 - USUALLY ACCEPTED AUTHORITY WITHOUT RESISTANCE

QUANTITATIVE FACTOR

0 - USUALLY PRODUCED BELOW THE AVERAGE RETARDED LEVEL

10 - USUALLY PRODUCED AT THE AVERAGE RETARDED LEVEL (APPROXIMATELY)

20 - USUALLY PRODUCED ABOVE THE AVERAGE RETARDED LEVEL

RATING SCALE SUMMARY

NAME OF TRAINEE OR EMPLOYEE _____ CURRENT GROUP _____

PERIOD BEGINNING			
PERIOD ENDING			
PHYSICAL CAPACITY			
TRAVEL TO AND FROM THE WORKSHOP			
PUNCTUALITY AND ATTENDANCE			
GENERAL APPEARANCE AND CLEANLINESS			
INITIATIVE AND MOTIVATION			
SOCIAL MATURITY			
NEED FOR SUPERVISION			
ACCEPTANCE OF AUTHORITY			
QUANTITATIVE FACTOR			
QUALITATIVE FACTOR			
WORK TOLERANCE			
WORK KNOWLEDGE AND JUDGMENT			
TOTAL			
RATING SUPERVISOR			

RE-GROUPING INFORMATION

PLACED IN GROUP _____ DATE EFFECTIVE _____

CASE NUMBER _____ TRAINEE OR EMPLOYEE NOTIFIED _____ DATE

REMARKS AND EXPLANATIONS

PROJECT STAFF	POSITION	REMARKS
Frank Wagner	Director	to June,1959
Milton Kentes	Psychologist	
Edward Stehlin	Sr. Eval.Supr.	to March,1960
Dorothy Clingan	Secretary	to Feb.,1960
Edward C. Corby	Sr.Production Supervisor	to March,1959
Laurine Hamm	Evaluation Supr.	
Clifford Tomlinson	Workshop Co-ordinator	to August,1958
Beulah Loesch	Bookkeeper	
Reginald A. Orsolini	Assistant to Director	to Oct.,1958
W.H. Schmeideskamp	Production Supr.	to March,1959
Maurice Welch	Production Supr.	to June, 1959
Fred B. Goetz	Workshop Co-ordinator	
George Bailley	Production Supr.	to March,1960
Thomas Phillips	Director	
Barbara Gardner	Secretary	
Joe B. Harned	Production Supr.	